



CLARK COUNTY DEPARTMENT OF BUILDING

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

Records Office Records Request Form



The Department of Building requires authorization/permission from architects, contractors, and other design professionals who submit registered (stamped and sealed) plans/documents to the Department **PRIOR** to producing and releasing any copies of registered plans, calculations, reports, and other registered material.

Name: _____ Date: _____

Company: _____ Title: _____

Address: _____

Phone: _____ Fax: _____

Permit/Application# (if available): _____

Address of Record Request: _____

Project Name: _____

Special Instructions: _____

PLEASE INDICATE THE TYPE OF RECORD(S) REQUESTED BELOW:

DOCUMENT TYPE	FEE	CHECK RECORD TYPE	CHARGE
8 1/2 x 11 Per page, first ten pages	\$1.00/page		
Each additional page after 10 (same document)	\$0.50/page		
11 x 14	\$2.00/page		
D or E size Plans	\$4.00/page		
Certification	\$2.00/page		
Research & Document Assembly 1/2 hour minimum, billed to next 1/2 hour	\$40.00/hour		
CD Fee includes prep time & up to 1/2 hour	\$50.00/CD Plus \$1.00/ea. doc		
TOTAL CHARGE \$			

Applicants Signature: _____

I agree to pay the above charges